the supervisor typically selects the "Load" element screen from the elements menu located on the left-hand side of the current on-road-activities screen. The Load element screen is represented as state **64** in **FIG. 3**, and is best shown by the screen display of **FIG. 4M**.

[**0099**] As shown by **FIG. 4M**, the left-hand side of the Load screen comprises the elements menu of on-road elements screens that can be selected by the user during the on-road portion of the OJS ride. The right-hand portion of the Load screen comprises a number of stored data items relating to one or more management activities that are associated with the "load" element of a package delivery driver's workday. The "load" element refers to the point at which the delivery driver loads any packages received at the current stop location on to an appropriate shelf or other space within the delivery vehicle.

[**0100**] The items displayed on the right-hand portion of the Load screen include a set of timing-related features comprising an "Allow" field, an "Actual" field, and an "Allowances Off" button, each of which operate in a manner as described above. Similarly, as with other on-road-activities screens described above, the Load element screen also comprises a list of element-related methods describing practices to which the driver should adhere when performing the "load" element of his or her workday. As shown by **FIG. 4M**, the Load screen further comprises a field that allows the supervisor to input the number of packages that are loaded on to the delivery vehicle by the driver at a particular stop.

[**0101**] To accommodate time periods such as lunch and other such breaks that can occur during the on-road portion of an OJS ride, the PDA **12** is configured to allow the supervisor to take a break without affecting any ongoing time-study data. In other words, taking a break stops all clocks and does not impact any of the delivery driver's timing allowances. To take a break during the on-road portion of the OJS ride, the supervisor selects the "Time Out" element screen from the elements menu located on the left-hand side of the current on-road-activities screen. The Time Out element screen is represented as state **66** in **FIG. 3**, and is best shown by the screen display of **FIG. 4N**.

[**0102**] As shown by **FIG. 4N**, the Time Out screen comprises a field for the user to enter or select a type of time out. This is typically done by clicking on the scroll-down key and selecting the appropriate item from the drop down list. The Time Out screen also comprises a "Started Break" time field, which the processor **18** pre-fills with the time that the user selected the Time Out screen from the elements menu in the previous window. During a time out, the supervisor can choose to "Review the published Methods" associated with a given element, or check the latest "Element Tally" by clicking on the appropriate button as shown in **FIG. 4N**. To resume all timing operations and return to the previous on-road-activities screen, the supervisor taps in the "Finish at form exit" field and clicks OK. The "Finish at form exit" field pre-fills with the current time, and the user is returned to the window that they were at prior to initiating the time out.

[**0103**] At the conclusion of the on-road portion of the OJS ride, the supervisor can return to the OJS Ride Menu at state **46** by clicking the "ok" button found in the upper right-hand corner of each of the on-road-activities screens. The OJS Ride Menu is best shown by the screen display of **FIG. 4D**.

[**0104**] If the "Record Inside PM Activities" function is selected from the OJS Ride Menu, the inside PM branch leads to state **68** wherein the Inside PM Activities screen is displayed. The phrase "Inside PM" refers to the portion of a package delivery driver's workday that occurs after the driver completes his or her delivery route and returns to the package center. The Inside PM screen is best shown by the screen display of **FIG. 40**.

[**0105**] As shown by **FIG. 40**, the Inside PM screen includes fields for displaying the starting mileage, the ending mileage, and the total mileage for the OJS ride. While the starting mileage is automatically transferred from the Inside AM screen, the ending mileage must be entered manually. To enter the ending mileage of the package delivery vehicle, the supervisor taps in the "Mileage" field, which causes a keyboard to appear in the bottom portion of the display screen **20**. After entering the mileage, the user causes the keyboard to disappear by tapping on the small keyboard icon located in the lower right-hand corner of the window. To see the total miles traveled, the user taps in the "Total Miles" field, which causes the processor **18** to calculate and display the difference between the ending and starting mileage for the current OJS ride. The supervisor can also select any method that the delivery driver fails to adhere to during the Inside PM portion of the OJS ride. To select an Inside PM method that the delivery driver has failed to adhere to, the supervisor clicks in the box to the left of the corresponding method description. To review what the correct Inside PM methods are, the supervisor can click on the "Inside PM Methods" button.

[**0106**] At the conclusion of the Inside PM portion of the OJS ride, the supervisor can return to the OJS Ride Menu at state **46** by clicking the "ok" button found in the upper right-hand corner of the Inside PM screen. The OJS Ride Menu is best shown by the screen display of **FIG. 4D**.

[**0107**] At this point in the process, the supervisor has finished performing the three major portions of a typical OJS ride. As a result, the OJS Ride Menu screen of **FIG. 4D** will now include a "Get Driver Signature" button (not shown). Tapping on the "Get Driver Signature" button will cause the processor **18** to display the "Get Driver Signature" screen. The Get Driver Signature screen is represented as state **70** in **FIG. 3**, and is best shown by the screen display of **FIG. 4P**. Using the stylus, the driver should sign his or her name in the middle of the screen as shown in **FIG. 4P**. After the driver's signature has been entered, the supervisor can tap the "ok" button in the upper right-hand corner of the Get Driver Signature screen. This causes the processor **18** to again display the OJS Ride Menu screen, best shown by **FIG. 4D**. To continue exiting the current OJS ride, the supervisor taps the "ok" button in the upper right-hand corner of the OJS Ride Menu screen. In response to this action, a pop-up message will appear asking the supervisor to confirm that he or she would like to end the current OJS ride. When the supervisor taps "yes," the OJS ride is complete.

[**0108**] With the OJS ride complete, the record of activity from the PDA **12** is ready for uploading to the remote personal computer **14**. Additionally, as described above, some or all of the OJS ride information contained in the record of activity can be communicated from the remote personal computer **14** and/or the PDA **12** to the central computer system **16**, for storage in the OJS database **32**. In one embodiment, the OJS ride information can be uploaded automatically to the remote personal computer **14** by placing the PDA **12** in a cradle that is connected to communicate with the remote personal computer via a cable. Application